

Hornburg

WASHINGTON UNIVERSITY



SCHOOL OF MEDICINE
SAINT LOUIS

DEPARTMENT OF MICROBIOLOGY
EUCLID AVENUE AND KINGSHIGHWAY

November 6

Dear Josh:

I had second thoughts about the idea of an administrative assistant after talking to you on the phone and again after your description of Hawley in your letter. At the risk of missing a very good and unusual opportunity, I'd like to play it safe and try to land a good "executive secretary".

What I need is a bright, efficient, mature woman who will stay on the job for a long time. After 11 years at the M.I.H., I'm very allergic to ambitious young men in administrative careers in a research institution. After thinking a lot about it the last couple of days, it is apparent that my previous administrative problems are sporadic and rare. I think there is an excellent chance that a full-time administrative assistant would ^{reduce} them ^{substantially} but continuous

I also feel it would be a poor idea for

our two departments to share people at this level.
It would complicate my administrative life not
to be able to act freely and unilaterally and I
am sure you will come to want and enjoy the
same freedom yourself.

I feel bad that my initial enthusiasm
on the phone precipitated action on your part
that may embarrass you. I hope it doesn't
and that you'll forgive me.

As ever

Arthur

P.S. Mel promised to write you directly about
Hertzberg whom he knows from having worked
with him.

2. Will certainly look after our own routine
office equipment. We just acquired a Skunkette
and it works fine.